

Spherion

Position:

- Administrative Assistant (CA4826257)
- Outbound Call, CSR (CA4826283)
- Data Entry/Clerical (CA4826327)
- Human Resources Generalist (CA4826383)

Qualifications:

- Excellent customer service
- MS Office application
- Phone etiquette
- Good communication skills
- Multi-tasking
- 10-Key by touch (8500 kpm)

Contact:

- If your interested in meeting the employer, please see an EDD CalJOBS Representative to schedule an appointment in ACES 15500:

**Positive Recruitment on
Wednesday, March 2, 2005 at
Career Transition Center**

**Greater Long Beach
Workforce Development System**

**LOCATION
Career Transition Center
3447 Atlantic Ave.
Long Beach CA, 90807**

**Career Transition Center • Youth Opportunity Center
Department of Community Development
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org**

Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.
TTY Re lay (562) 570-4629.